Niagara Catholic District School Board

ACCESS TO BOARD PREMISES

ADMINISTRATIVE OPERATIONAL PROCEDURES

300 – Schools/Students **No 302.6.3**

Adopted Date: June 26, 2001	Latest Reviewed/Revised Date: November 19, 2025

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the following are Administrative Operational Procedures for Access to Board Premises.

PREAMBLE

The Board is committed to fostering a safe, inclusive, and respectful learning and working environment for all students, staff, parents/guardians and authorized persons. This commitment aligns with current legislation that governs who may access Board premises when the premises are being used for a purpose authorized by the Board.

The Administrative Operational Procedures apply to all persons accessing any Board property or site under the jurisdiction of the Niagara Catholic District School Board. The Board authorizes its administrators/supervisors to exercise rights as occupiers under the provisions of the *Trespass to Property Act* to ensure the safety of all authorized persons accessing Board property or sites, including Board contracted transportation vehicles.

SIGNAGE

The Facilities Services Department will ensure that all Board property and sites have clearly marked signage indicating that it is Board Property; that trespassers are prohibited; and that all visitors are to report to the main office or designated area in accordance with the Access to Board Premises Administrative Operational Procedures.

PERSONS AUTHORIZED ON BOARD PREMISES

Persons authorized to be on Board premises are not entitled to have access to all areas of the premises. Access shall be restricted to areas authorized by an administrator/supervisor or by a permit approved by the Facilities Services Department.

The following persons are permitted to be on Board premises when the premises are being used for a purpose authorized by the Board:

- a person enrolled as a student in the school.
- a parent/guardian of a student enrolled in the school.
- a person employed or retained by the Board.
- a person who is otherwise on the premises for lawful purposes (i.e., mail, deliveries, voting, Community Use Permit).
- a person invited to attend an event, class or meeting.
- a person invited by the administrator/supervisor or another person authorized by Board policy to be on the Board premises for a specific purpose (i.e., Catholic School Council, IEAC, NCPIC, SEAC)

VISITORS

The administrator/supervisor will authorize access within the school/site as a visitor to:

- a parent/guardian of a child attending a Niagara Catholic school.
- a member of the Board that operates the school.
- a member of the Assembly may visit a Niagara Catholic school in the member's constituency.
- a member of clergy of the Roman Catholic Church may visit a Niagara Catholic school in the area where the member has pastoral charge.
- any other person invited by the administrator/supervisor to attend an event, class or meeting.

ACCESS TO BOARD PREMISES

In order to protect personal privacy of students, parents/guardians and the professional integrity of staff, visitors must adhere to the *Municipal Freedom of Information and Protection of Privacy Act* involving personal information.

All visitors, excluding permit holders and those attending a Board authorized event beyond normal operational hours, must be accompanied by a Board authorized person to gain access to Board premises.

All visitors and non-school based Board employees are also to comply with the following procedures when accessing Board premises during operational hours:

1. Upon arrival at the school/site, report to the main office/front desk.
2. Sign-in the Visitor log, stating name, time and reason for the visit.
3. Wear a Visitor Identification name tag or Niagara Catholic Photo Identification Card for the duration of the visit.
4. Upon departure, sign-out in the Visitor log.

BOARD PHOTO IDENTIFICATION CARDS AND AUTHORIZED ACCESS CARDS

Niagara Catholic Photo Identification Cards and authorized Access Cards provide access to designated Board sites and/or rooms within a building as authorized by the Facilities Services Department.

Individuals, who have been authorized to use the Niagara Catholic Photo Identification Card and the authorized Access Card to gain access to a Board site and/or rooms within a building are to provide their own individual access and are prohibited from providing access to visitors or unauthorized individuals.

Niagara Catholic Photo Identification Cards and authorized Access Cards are the property of the Board:

- Cards must not be altered, covered or defaced in any way.
- Cards must be returned to the Board when no longer valid or in use.
- Cards are strictly for use by the authorized individual, and are not be shared with any other individual.
- Any lost or damaged cards must be reported immediately to the Facilities Services Department.
- Damaged cards must be returned in part or whole to the Facilities Services Department for replacement.

AUTHORIZED ACCESS CARDS

1. A Niagara Catholic Photo Identification Card will be authorized by Human Resources Services and issued by the Facilities Services Department to all Niagara Catholic employees and occasional employees, and must be worn by the employee during working hours and the hours of operation. Employees must use their own photo identification card to gain access to a Board building and/or rooms within a building and are prohibited from providing access to visitors.

2. A Niagara Catholic authorized Access Card will be made available upon the request of a Trustee, including a Student Trustee of the Board, for access to the Catholic Education Centre and Holy Cross Community Room during their term of office.

3. A Niagara Catholic authorized Access Card will be made available, upon the request of a school principal and authorized by the Facilities Services Department to the local Parish Priest. As a visitor, the local Parish Priest is required to enter the school at the main entrance, sign in and out at the main office, and have access as authorized by the school principal.

4. A Niagara Catholic authorized Access Card will be issued to an authorized person, upon approval of community use of facilities permit by the Facilities Services Department.

DENIED ACCESS TO BOARD PREMISES

The Board authorizes administrators/supervisors or another person authorized by Board Governance Policies to prohibit entry onto Board premises of any unauthorized person and to direct any unauthorized person to leave Board premises when:

- an administrator/supervisor or another person authorized by the Board believes that an individual's presence would be detrimental to the safety or well-being of a person on the premises.
- an individual fails to report their presence on the premises as required by the Administrative Operational Procedures.
- a student who is suspended or expelled, unless it is determined that the student is using the services of, or taking a course or program to assist suspended or expelled students.
- individuals, under the order of the court, are not permitted to access Board premises, including, but not limited to, identified trespassers, non-custodial parents or other offenders.

TRESPASS TO PROPERTY

In Ontario, the *Education Act* and *Trespass to Property Act* work together to prohibit unauthorized access to school property. Unauthorized individuals can be charged under the *Education Act*, face a fine of up to $5,000, and receive a trespass notice under the *Trespass to Property Act* that bans them from the property. School administrators and other authorized individuals have the authority to determine if a person's presence is detrimental to safety and can restrict their access accordingly.

An administrator/supervisor or authorized designate may direct a person to leave the Board premises if the person is prohibited by regulation or Board policy. When a person is prohibited from Board premises, it means all premises and property of the Niagara Catholic District School Board.

Should an incident occur on Board premises the administrator /supervisor will:

- request that the individual leave the premises
    - if the individual does not leave the premises, the Niagara Regional Police Service will be contacted

- conduct an investigation to determine what occurred during the incident
- consult with the Family of Schools' Superintendent
- determine if the incident requires follow up with the individual(s) involved and will communicate with the individual(s) accordingly
- issue a Trespass to Property Letter, if the administrator/supervisor deems that the individual's presence would be detrimental to the safety or well-being of a person on the premises

If determined necessary by the administrator/supervisor, and in consultation with the Family of Schools' Superintendent/Controller of Facilities Services, the administrator/supervisor will issue a Trespass to Property Letter *(Appendix A)* by registered mail with copies sent to the Niagara Regional Police Service, the Family of Schools' Superintendent/Controller of Facilities Services and the Board Lawyer. The Trespass to Property Letter will prohibit the individual from access to all Board property and sites throughout the Niagara Catholic District School Board until otherwise notified.

A Trespass to Property Letter may be rescinded by the administrator/supervisor in consultation with the Family of Schools' Superintendent.

A person is entitled to appeal the conditions set out in the Trespass to Property Letter and must give written notice of appeal to the Family of Schools' Superintendent of Education within ten (10) days of the commencement of the Trespass to Property. A request for an appeal shall not stay the Trespass to Property. Appeals will be reviewed within 15 school days of receipt.

***References*:**

- ***Access to School Premises, Regulation (0.Reg.474/00)***
- ***Education Act (Section 53 ss 1-3, s.o. 1997, c.31, s.28)***
- ***Municipal Freedom of Information and Protection of Privacy Act***
- ***Safe and Accepting Schools Act***
- ***Trespass to Property Act (R.S.O. 1990 c. T.21; Sections 1-5, 9)***
- ***Niagara Catholic District School Board Policies/Procedures***
  - ***Bullying Prevention and Intervention Policy (302.6.8)***
  - ***Code of Conduct Policy (302.6.2)***
  - ***Community Use of Facilities Policy (800.2)***
  - ***Criminal Background Check (302.6.7) AOP***
  - ***Dress Code-Secondary Uniform Policy (302.6.6)***
  - ***Elementary Standardized Dress Code Policy (302.6.10)***
  - ***Privacy Policy (600.6)***
  - ***Progressive Student Discipline (302.6.9) AOP***
  - ***Safe and Accepting Schools Policy (302.6)***
  - ***Student Expulsion Policy (302.6.5)***
  - ***Student Suspension (302.6.4) AOP***
  - ***Video Security Surveillance (701.3) AOP***
  - ***Protocol between Niagara Regional Police Service and the Niagara Catholic District School Board***
  - ***Protocol between Niagara Catholic District School Board and Family and Children's Services Niagara***

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